LIST OF FILE NUMBERS (Memo, ATZK-IM-O-RM, 30 Jun 88 , subj: List of File Numbers) SECTION I (PREPARING OFFICE) UNIT/DIRECTORATE/STAFF OFFICE: BATTALION/SQUADRON/DIVISION: PERSON RESPONSIBLE FOR MAINTENANCE AND KNOWLEDGEABLE OF THESE FILES: NAME: PHONE: DATE: DATE:

SECTION II (FILES LISTING)

INSTRUCTIONS. Insert information in corresponding columns as follows:

- (1) File number as listed in AR 25-400-2.
- (2) File title as listed in AR 25-400-2 and a brief description of what is actually in the file (unless self explanatory); do not use the generic description from the regulation.
- (3) Place an "X" in the column if the file requires transfer to the installation Records Holding Area (RHA).
- (4) Privacy Act Systems Notice Number as listed in AR 25-400-2 and DA Pam 25-51, if applicable.
- (5) Insert appropriate Media Code: P = paper, M = microform, T = magnetic tape, O = optical disk, and E = all other electronic media.

(1) FILE NUMBER	(2) OFFICIAL FILE TITLE (and local description)	(3) TRANSFER TO RHA	(4) PRIVACY ACT SYSTEM NOTICE NUMBER	(5) MEDIA CODE
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SECTION II (FILES LISTING - CONTINUATION)						
(1) FILE NUMBER	(2) OFFICIAL FILE TITLE (and local description)	(3) TRANSFER TO RHA	(4) PRIVACY ACT SYSTEM NOTICE NUMBER	(5) MEDIA CODE		
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